

POSITION DESCRIPTION, Form 30 - STATE Commonwealth of Massachusetts		POSITION CODE 24-Y06
1. POSITION TITLE LAB SUPERVISOR I –Boston Drug Laboratory		AGENCY Department of Public Health
2. APPROPRIATION CODE 4516-1000	POSITION NUMBER 00047658	SALARY
DATE 12/30/08		
3. GENERAL STATEMENT OF DUTIES: Technical and administrative oversight of the Evidence Area of the Forensic Drug Laboratory.		
4. SUPERVISION RECEIVED: Julianne Nassif – PM VII, Director Division of Analytical Chemistry		
5A. DIRECT REPORTING STAFF   5B. THEIR STAFF 2- Administrative Assistants (Evidence Officers) 1- Chemist III		
6. DETAILED STATEMENT OF DUTIES: Supervises work of analytical chemists and evidence officers at the Boston Drug Laboratory related to drug seizure evidence submitted by law enforcement and DPH officials for criminal prosecution. Develops laboratory protocols for sample submissions, documents management and results reporting. Identifies opportunities for process improvement. Writes reports and letters to describe and interpret laboratory findings. Advises law enforcement and public health professionals of the significance of laboratory findings. Attends staff conferences and prepares summary description of significant information. Approves the purchase of laboratory supplies. Consults regularly with the Division Director. Interviews and hires laboratory staff.		
7. QUALIFICATIONS REQUIRED AT HIRE: Ability to plan and supervise laboratory analyses. Thorough knowledge of chemistry especially as it relates to drug analysis. Thorough knowledge of evidence handling, chain of custody principles, laboratory instrumentation, methods and procedures. Proficiency in performing laboratory analyses skillfully and accurately. Ability to communicate effectively orally and in writing. Ability to maintain good working relationships among staff employees. Ability to recognize technical and personnel problems. Ability to conduct interviews and performs employee evaluations.		
8. QUALIFICATIONS ACQUIRED ON JOB: Understanding of Drug Laboratory objectives, protocols and quality assurance procedures. Thorough knowledge of the laws and regulations pertaining to the analyses performed in the Forensic Drug Laboratory.		
9. MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) five years of full-time, or equivalent part-time, professional or technical experience in chemistry, biology, histology, bacteriology, microbiology, biochemistry or medical laboratory technology, the major duties of which included laboratory analysis and the interpretation of laboratory results and (B) of which at least two years must have been in a supervisory, administrative or managerial capacity, or (C) any equivalent combination of the required experience and the substitutions below. SUBSTITUTIONS: A Graduate degree with a major in chemistry, biology, histology, bacteriology, microbiology or medical laboratory technology may be substituted for a maximum of one year of the required (A) experience.* *Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed. NOTE: No substitutions will be permitted for the required (B) experience.		
10. LICENSE AND/OR CERTIFICATION REQUIREMENTS: The incumbent must be eligible for certification as a laboratory supervisor under CLIA and agree to a background check by the US Department of Justice.		
11. REMARKS:		
Signature of Appointing Authority		Title

Agency

Prepared By

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Initials of  
Incumbent

Date

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Initials of  
Supervisor

Date

This form must be submitted to the Personnel Administrator for each new position in your jurisdiction, and for any substantive change in an established position.